



Trust • Excellence • Service

Department of Administrative Services

Sonny Perdue
Governor

Dana R. Russell
Commissioner

Introduction of U.S. Communities

June 23, 2005

The Department of Administrative Services is pleased to announce our partnership with U.S. Communities for office supplies commencing July 1st. U.S. Communities is a national buying cooperative designed and used by government agencies and public-benefit non profits throughout the country. Currently Office Depot is the contract holder for office supplies with U.S. Communities.

Below are several of the program highlights:

I. Pricing

- Expanded core list from 270 items to 350 items.
- Two separate 350 item core lists based on actual usage for Higher Education (Colleges and Universities under the Board of Regents) and State Agencies including local governmental entities.
- Non-core items in Catalog discounted 20% to 80% below manufacturers' list prices; over 5,000 items discounted 60% or more.
- Georgia Enterprises' toner program featuring "compatible" cartridges at substantial savings.

II. Order size discounts

- Orders ranging from \$500 to \$1000 will receive an additional 2% off the total order.
- Orders ranging from \$1001 to \$2000 will receive a 2.5% discount off the total order.
- Orders exceeding \$2000 will receive an additional 3% discount off the total order.

III. In-Store Purchases

- State of Georgia customers may utilize their P-cards in Office Depot stores and receive their discounted contract price or store price; whichever is better.

*P-cards must be "profiled" in the Office Depot system to receive the State of Georgia contract pricing for in-store purchases. Please contact your Agency Procurement Officer or Office Depot Account Manager for further details.

IV. Custom Catalog

- Program highlights to be distributed between July and August 2005.
- Custom State of GA / U.S. Communities Catalog to be distributed Fall 2005.

V. Ordering Process

- Online ordering process will remain and the web site will be updated to reflect the change to the U.S. Communities contract and Core Lists.

VI. State of Georgia Hot Line/ E-mail address:

- 1-888-295-0943 ext. 2555 (phone).
- StateofGaContract@OfficeDepot.com (E-mail).
- Your Office Depot Account Manager is your best source of information.
However, should you have any program questions or if you are unsure of whom your Account Manager is, please contact Office Depot's State of Georgia Hotline or e-mail address.